



HUMAN RESOURCES
& DEVELOPMENT
TULARE COUNTY

Chief Probation Officer

Class Code:
007902

Bargaining Unit: None Assigned

COUNTY OF TULARE
Revision Date: Nov 23, 1999

SALARY RANGE

\$47.95 - \$71.93 Hourly
\$3,835.96 - \$5,754.00 Biweekly
\$8,311.25 - \$12,467.00 Monthly
\$99,735.00 - \$149,604.00 Annually

DEFINITION:

To plan, organize, direct, and manage the work of the County Probation Department, including a variety of programs dealing with adult and juvenile casework, and the County juvenile detention program.

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is provided by the Superior Court.

Responsibilities include the direct and indirect supervision of management, professional, technical, and clerical support staff of the Probation Department.

TYPICAL DUTIES:

DUTIES may include, but are not necessarily limited to:

Develop and implement goals, objectives and priorities for the Department. Formulate policies and procedures for the administration of the Probation Department and Juvenile Hall. Plan, direct, and evaluate the work of the management staff. Maintain cooperative relationships with State and local welfare and law enforcement agencies and relate the activities of the department to their services. Participate in coordinating councils and other groups interested in delinquency prevention and adult and juvenile probation. Confer with staff on general case work techniques, probation issues and specific case situations. Prepare annual departmental budgets. Research, gather data, analyze, and write complex reports and plans, detailing and justifying alternatives, and making a final recommendation. Communicate with criminal justice organizations, the Board of Supervisors, judges, other departments, the media, the public, and other community groups on a variety of probation issues.

Perform related duties as assigned. (Reasonable accommodation will be made when requested and determined by the County to be appropriate under applicable law.)

EMPLOYMENT STANDARDS:

NECESSARY EMPLOYMENT STANDARDS

Knowledge of:

Principles and practices of adult and juvenile probation work and related court procedures. Penal and Welfare Institutions Codes, and laws and codes governing the administration and provisions of probation services. The social, economic and psychological forces that create case problems. Principles and practices of organization, administration, budget and personnel management.

Skill/Ability to:

Plan and direct the work of management and professional office staff. Plan and implement departmental budgets, programs and activities. Speak effectively to individuals, groups, or the media on probation and criminal justice and delinquency prevention and detention. Maintain cooperative relationships with civic groups, schools, organizations, the courts, law enforcement agencies at all levels, private and public providers, and County boards and departments.

Education and Experience:

Any combination of education and experience that could likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

Equivalent to completion of five years in an accredited College or University with major coursework in sociology, social work, psychology, law, criminology or other closely related field. Additional qualifying experience may be substituted for the educational requirement on a year for year basis.

Experience:

Six years experience in probation or parole work including three (3) years in a management capacity.

LICENSE OR CERTIFICATE

Possession of, or ability to obtain, an appropriate, valid California driver's license.